

		<b>Universitas Negeri Surabaya</b> <b>Faculty of Economics and Business</b> <b>Economic Education Undergraduate Study Program</b>					<b>Document Code</b>																																									
		<b>SEMESTER LEARNING PLAN</b>																																														
<b>Courses</b>		<b>CODE</b>	<b>Course Family</b>	<b>Credit Weight</b>			<b>SEMESTER</b>	<b>Compilation Date</b>																																								
Introduction to Adm Science. and Management		8720303199		T=3	P=0	ECTS=4.77	2	July 18, 2024																																								
<b>AUTHORIZATION</b>		<b>SP Developer</b>		<b>Course Cluster Coordinator</b>			<b>Study Program Coordinator</b>																																									
		.....		.....			Dr. Retno Mustika Dewi, S.Pd., M.Pd.																																									
<b>Learning model</b>	Case Studies																																															
<b>Program Learning Outcomes (PLO)</b>	PLO study program that is charged to the course																																															
	Program Objectives (PO)																																															
	PLO-PO Matrix																																															
		<div style="border: 1px solid black; padding: 5px; display: inline-block;">P.O</div>																																														
	PO Matrix at the end of each learning stage (Sub-PO)																																															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 5%;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 2.5%;">1</td> <td style="width: 2.5%;">2</td> <td style="width: 2.5%;">3</td> <td style="width: 2.5%;">4</td> <td style="width: 2.5%;">5</td> <td style="width: 2.5%;">6</td> <td style="width: 2.5%;">7</td> <td style="width: 2.5%;">8</td> <td style="width: 2.5%;">9</td> <td style="width: 2.5%;">10</td> <td style="width: 2.5%;">11</td> <td style="width: 2.5%;">12</td> <td style="width: 2.5%;">13</td> <td style="width: 2.5%;">14</td> <td style="width: 2.5%;">15</td> <td style="width: 2.5%;">16</td> </tr> </table>															P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																
<b>Short Course Description</b>	This course discusses the basic concepts of administration, the position of administrative science, the relationship between administrative science and other sciences, dimensions of administrative science, administrative behavior in organizations, management concepts, development of management thinking, planning function, organizing function, actuating function. , supervisory (controlling) function. Learning is carried out by applying a collaborative approach																																															
<b>References</b>	<b>Main :</b>																																															
	<ol style="list-style-type: none"> <li>1. George R. Terry, Stephen G. Franklin. 2003. Principles of Management. India: AITBS.</li> <li>2. Ivancevich &amp; Matteson. 2002. Organizational Behavior and Management. New York: McGraw Hill Co.</li> <li>3. Laurance A. Manullang. 2013. Teori Manajemen. Jakarta: Salemba Empat.</li> <li>3. Maman Ukas. 2006. Manajemen: Konsep, Prinsip, dan Aplikasi. Bandung: Agnini.</li> <li>4. Era Baru Manajemen. Jakarta: Salemba Empat.</li> <li>6. Stephen P. Robbins, Mary Coulter. 2002. Management. New York: Prentice Hall International Inc.</li> <li>5. Thomas S. Bateman &amp; Scott A. Snell. 2014. Management. USA: McGraw Hill Education.</li> <li>6. Ulbert Silalahi. Studi tentang Ilmu Administrasi. 2011. Bandung: Sinar Baru Algensindo.</li> </ol>																																															
	<b>Supporters:</b>																																															
<b>Supporting lecturer</b>	KIRWANI Dr. Siti Sri Wulandari, S.Pd., M.Pd. Novi Trisnawati, S.Pd., M.Pd.																																															
<b>Week-</b>	<b>Final abilities of each learning</b>	<b>Evaluation</b>			<b>Help Learning, Learning methods, Student Assignments, [ Estimated time]</b>				<b>Learning materials</b> [	<b>Assessment Weight (%)</b>																																						

	stage (Sub-PO)	Indicator	Criteria & Form	Offline ( offline )	Online ( <i>online</i> )	References ]	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1							0%
2							0%
3							0%
4							0%
5							0%
6							0%
7							0%
8							0%
9							0%
10							0%
11							0%
12							0%
13							0%
14							0%
15							0%
16							0%

#### Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
		0%

#### Notes

- Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
- The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
- Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
- Forms of assessment:** test and non-test.
- Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.

9. **Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
11. **The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.